



# STATE MORTGAGE AND INVESTMENT BANK

## CAREER OPPORTUNITIES FOR RESULT ORIENTED PEOPLE

SMIB, as the premier housing bank to the Nation, is in the process of restructuring the bank's operation with a view to offer a higher level of customer satisfaction and wider variety of services. As such we invite applications from dynamic, result oriented individuals with relevant qualifications and experience for the following posts.

### Post of ASSISTANT GENERAL MANAGER - Risk Management

#### Area of Key Responsibilities

- Initiate the planning, designing, developing and implementing a detailed risk management framework for the bank.
- Assist management with the strategy development process with regard to integrating risk management
- Assist the General Manager and Executive Committee to develop and communicate risk management policies, risk appetite and risk limits
- Assist in developing risk mitigation strategies for the bank's critical risks and for monitoring these risks
- Advise the management on corporate governance and best practices in business risk management and ensure that the bank's risk portfolio is within manageable limits
- Carry out risk assessments which involves analysing risks as well as identifying, describing and estimating the risks affecting the business
- Carry out risk evaluations which involves comparing estimated risk with organisational policies
- Carry out risk reporting in an appropriate way to the General Manager, Board of Directors and other key management personnel in view of their accountability for risks
- Conduct risk audits and regular compliance checking on risk aspect
- Liaise with all Heads of divisions, CBSL, Government audit and other external agencies relating to risk mitigation arrangements.

#### Qualifications

The eligible candidate should possess:

A degree in Accountancy / Management / Commerce / Business Administration / Economics / Mathematics / Statistics from a recognized University;

And

Associate Member of the Institute of Chartered Accountants of Sri Lanka / Association of Certified Chartered Accountants / Chartered Institute of Management Accountants / Passed Finalist of Chartered Financial Analyst (CFA)

Membership of Global Association of Risk professionals (GARP) or Professional Risk Managers' International Association (PRIMA) will be an added qualification.

#### Experience

A minimum of 10 years' experience in executive grade of which 3 years should be in the field of risk management at senior level in a reputed Bank / Financial Institution / Large scale Corporation.

#### Remuneration

**Salary Scale:** Rs. 106,670 - 3,535 x 12 - 149,090 per month together with bank approved allowances. Monthly gross salary on this basis would be approximately.

Minimum	Maximum
172,859/=	228,850/=

**Age:** Not more than 45 years (Age limit will not apply to applicants from the state sector organizations)

### CHIEF MANAGER - HR & Logistics

#### Area of Key Responsibilities

- Support establishing human resource objectives in line with organisational objectives. Implement human resource strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare, employee relations and labour relations.
- Manage human resource operations by recruiting, selecting, orienting, training, coaching, counselling and disciplining staff, planning, monitoring, appraising, and reviewing staff job contributions, maintaining, compensation, determining customer-service strategies, designing systems, accumulating resources, resolving problems.
- Support management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines, communicating and enforcing organisational values.
- Comply with state, and local legal requirements by studying existing and new legislation, anticipating legislation, enforcing adherence to requirements, advising management on needed actions.
- Oversee logistic function supporting the operational requirements of bank on time and well structured.

#### Qualifications and Experience

Graduate of a recognized University / An Attorney at Law. Preference will be given to candidates who possess MBA qualification.

With

Should possess a minimum of 10 years in an executive capacity in Personnel Management and Administration work.

Or

A minimum of 07 years' experience with the Diploma in Personnel Management of the Institute of Personnel Management.

#### Remuneration

**Salary Scale:** Rs. 83,025 - 2,600 x 12 - 114,225 per month together with bank approved allowances. Monthly gross salary on this basis would be approximately.

Minimum	Maximum
141,648/=	182,830/=

**Age:** Not more than 50 years of age (Age limit will not apply to applicants from the state sector organizations).

### Post of CHIEF MANAGER - Legal

#### Area of Key Responsibilities

- Assist AGM - Legal on overall supervision and co-ordination of matters pertaining to the Legal Division of the Head Office and Branches of the Bank to ensure that they are adhering to regulatory requirements, circular instructions, banking practices and internal standards of the Bank.
- Assist reviewing and suggesting or submitting new proposals or amendments, if any, which are deemed to be essential for credit disbursement or saving / deposit mobilization of the Bank.
- Undertake drafting plaints, affidavits, petitions and filing cases at the relevant Courts and appearing into those Court cases.
- Carry out examination of title documents, perusing title insurance policy and preparing devolution of titles (pedigree).
- Carry out drafting, preparing and attesting mortgage bonds, indentures, supplementary mortgage bonds, releases of bonds, portion of releases, indenture for reschedule of loan, endorsement of cancellation of sales, preparing certificate of sales and releases, endorsements of legal documents such as agreement
- Carry our work in relation with cancellation of mortgage bonds and EPF loans after settlements.

#### Qualifications

Be an Attorney-at-law and Notary Public, preferably with LL.B degree, Master's degree in Law and Professional examination in banking / finance would be preferred.

#### Experience

Candidate should have more than 10 years' experience in Court and Notarial work and a good knowledge on civil, criminal and labour law along with drafting, conveyance, litigation work and guiding / directing legal officers in preparation and checking of legal documents, clearing securities and advice on litigation procedures on debt recovery actions.

Experience in a senior management of a bank or recognized financial institution will be an added advantage. Candidate should have a good communication, interpersonal skills. Be computer literate.

#### Remuneration

**Salary Scale:** Rs. 83,025 - 2,600 x 12 - 114,225 per month together with bank approved allowances. Monthly gross salary on this basis would be approximately.

Minimum	Maximum
141,648/=	182,830/=

**Age:** Below 45 years of age (age limit will not apply to applicants from the state sector organizations).

#### General Conditions

##### Other Benefits

- Provident fund contribution 15% by the employer and 10% by employee. Contribution to the ETF is met by the Bank.
- Annual bonus of two months gross salary
- Housing loans at concessionary rates after confirmation in the service
- Benefits under bank's medical scheme
- Encashment of unutilized medical leave

**Method of Selection:** Merit based selection followed by an interview.

**Closing date of application:** 28.04.2017

**How to Apply:** Through Registered post

Qualified candidates should send their applications, Curriculum Vitae and copies of Educational / Professional transcripts and the names, addresses and contact details of two professional non related referees. Post applied for should be indicated on the top left-hand corner of the envelope enclosing the application.

Any form of canvassing will be a disqualification.

**Applications should be sent under registered post to:**

Assistant General Manager (HR & L)  
State Mortgage and Investment Bank - SMIB,  
No. 269, Galle Road, Colombo 03.